



## COMMUNITY AND CULTURAL CENTER

### Room Reservation Interest Form

**The Community Center** is the perfect venue for meetings, banquets, receptions, parties, and other special events that require an elegant, state-of-the-art facility.

**The Community Playhouse** is ideal for theatrical performances, concerts, lectures, ceremonies, and presentations that can be enhanced in a theater seating format.

**The Amphitheater** is fully equipped to handle events such as concerts, ceremonies, lectures, and performances where an outdoor setting is desirable.

Today's Date \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Attendants/Guests \_\_\_\_\_

Date of event \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

#### Room Desired:

- ☐ Hiram Morgan Hill Room (4,030 square foot multi-purpose room)
- ☐ El Toro Room (1,750 square foot multi-purpose room)
- ☐ Machado Conference Room (Boardroom table seats 15)
- ☐ Madrone Conference Room (seats 24 to 30 depending on configuration)
- ☐ Mira Monte and Diana Murphy Multi-Purpose Rooms (seats 20 to 40)
- ☐ Children's Pavilion (maximum occupancy 44)
- ☐ Amphitheater (lawn seating for up to 300)
- ☐ Community Playhouse (audience capacity 185 seats)

Other special needs: \_\_\_\_\_

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**Note: This form is for estimating User's needs and does not constitute a confirmed reservation.**

**DATE**

**COMMENTS**

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